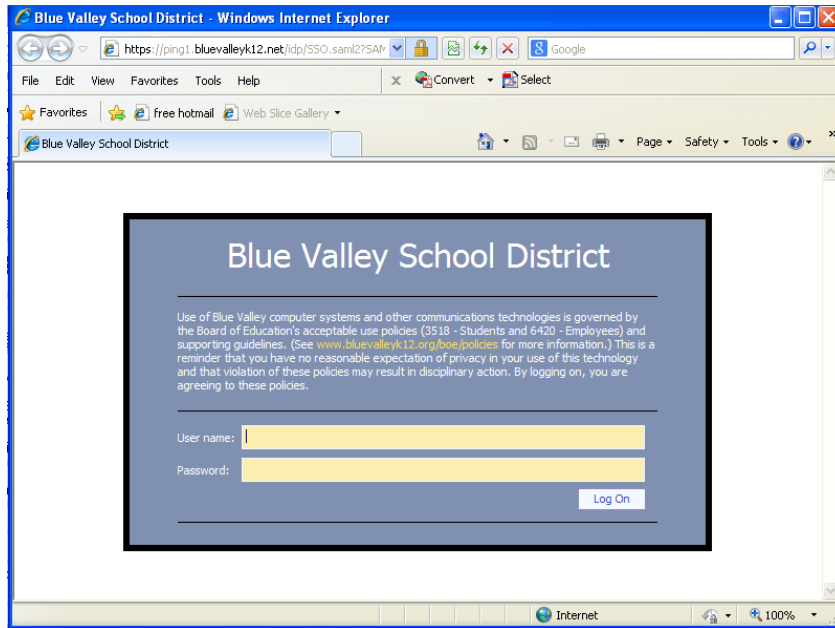
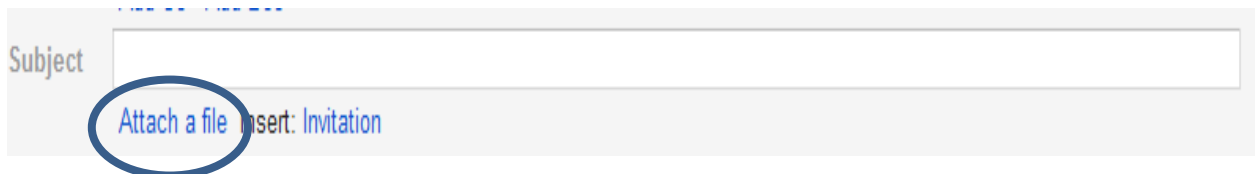


Attaching Files Help Document

1. Log into e-mail



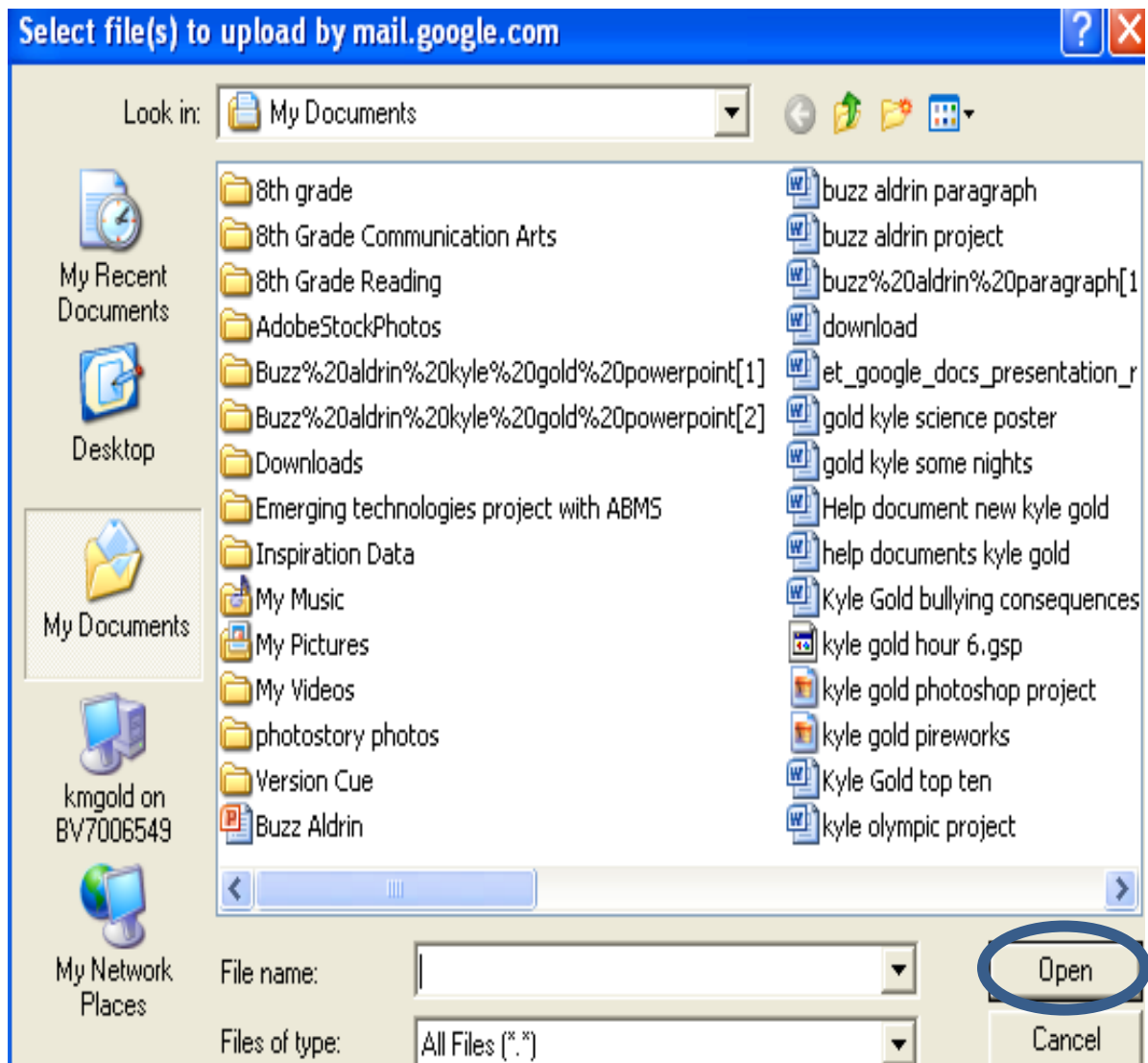
2. Click on the words that say Attach File, which is located right below where you right the subject of the e-mail.



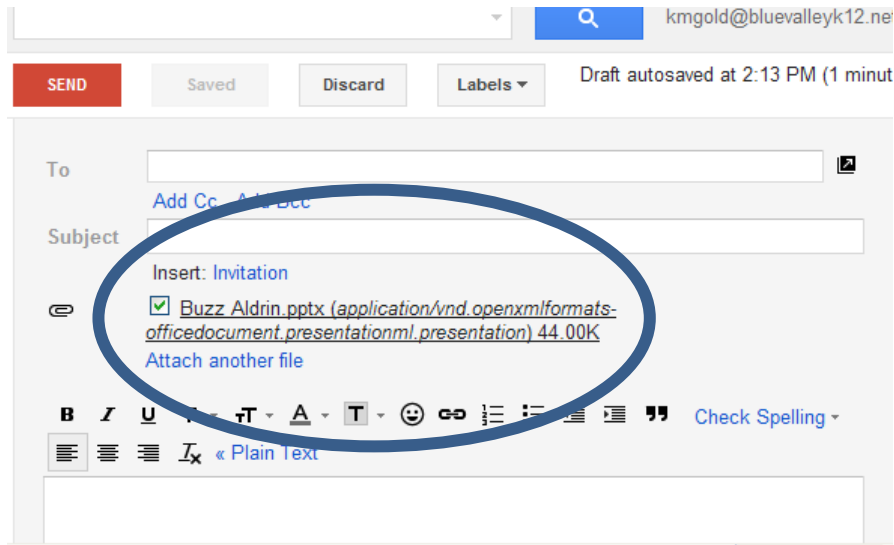
3. Type in file name or use browse to search for file



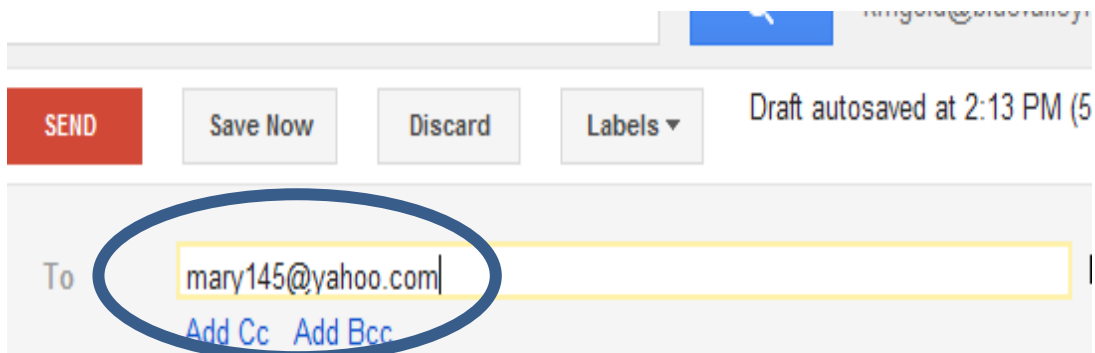
4. Once you find the file you want click on it and then press open.



5. After you do this the file you wanted to attach will be on the email



6. You will then put the email address of the person you want to send the email to.



7. You will next type your email and send it.

